

Working with Pending Release Checks

Introduction

Counties can process their checks using one of two options. The first option is to allow checks to move from a “Pending” status to an “In Process” status without any sort of manual intervention on the county’s side. This is the standard setup. The second option, using the Release Function, sets the initial check status to “Pending Release.” At this stage, the county must manually “release” the check in order for it to continue to move to an “In Process” status. The check will remain in a “Pending Release” status until it is “Released.”

The Release Function gives the county greater control over their payment/check output. A check will not move through the different check stages until the county has indicated that it should.

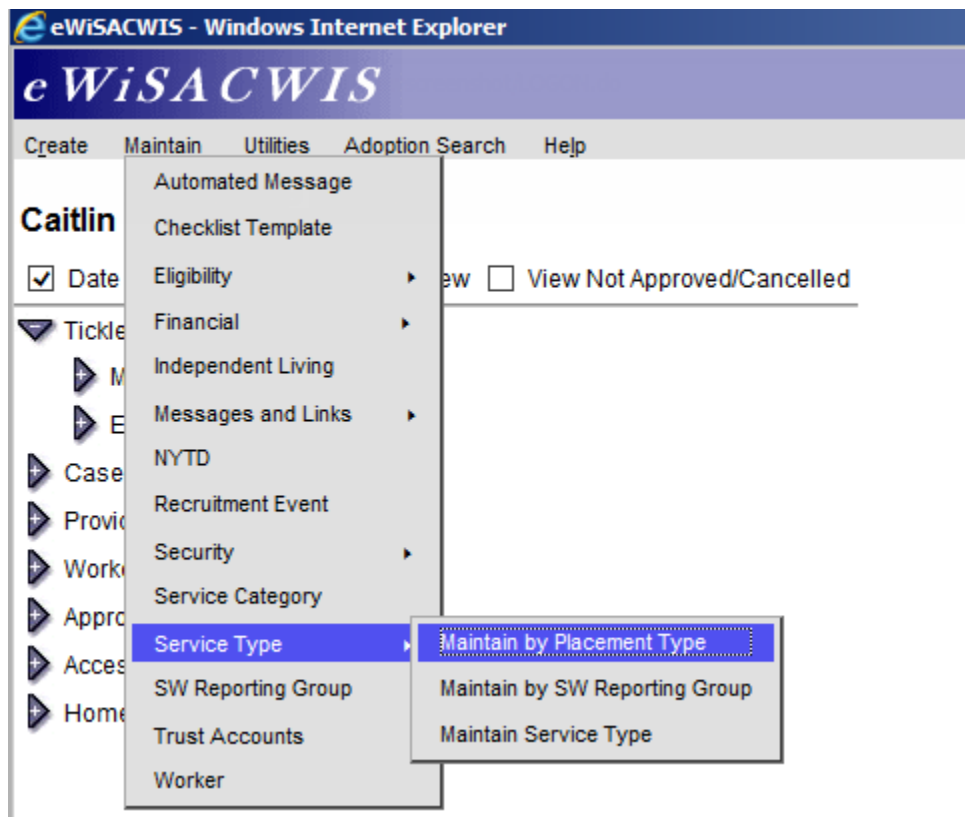
Counties have the ability to decide and set which types of checks should use the Release Function and which should not. For example, counties can choose to “release” all their checks, or they could decide to only “release” their bigger dollar checks (ie. residential care centers and group homes), or they could choose to not use the Release Function at all.

Note: If your county previously used the Episode Driven Batch process to generate your payments, then those Service Types were flagged to utilize the Release Function.

This User Guide outlines how to set up your county to use the Release Function, and how to work with Pending Release Checks.

Setting Up Service Types to Use the Release Function

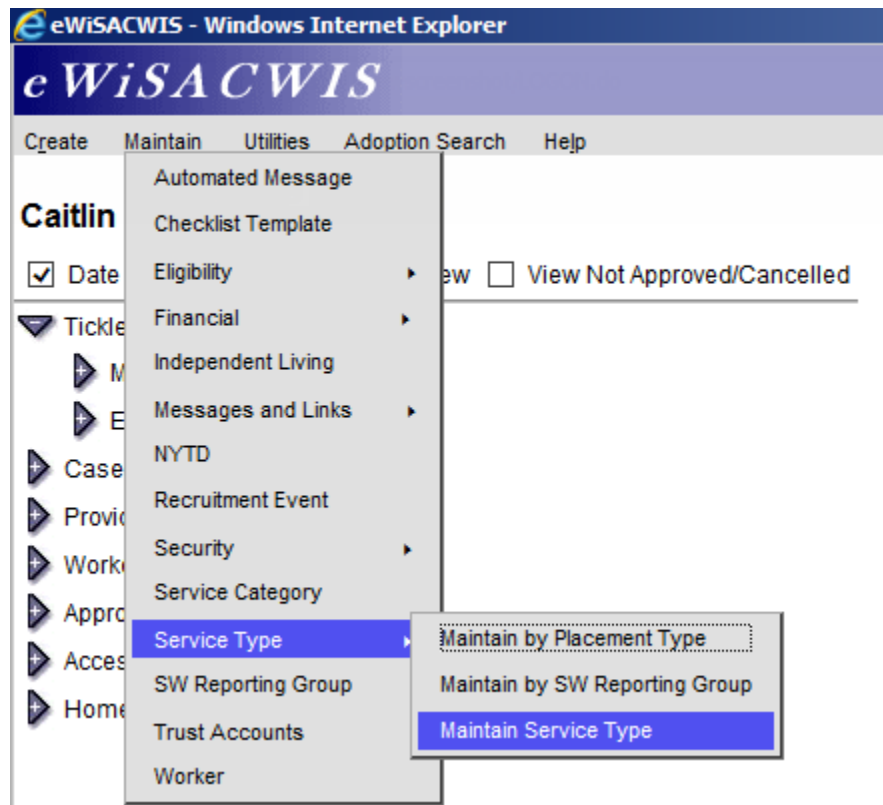
1. From the desktop, go up to Maintain > Service Type > and select Maintain by Placement Type. This will open the Maintain by Placement Type page.



2. The circled radio button below is the value that controls whether or not the Release Function is required by eWiSACWIS when processing checks using the identified type of Service Types. In our example below, we are telling eWiSACWIS to require the Release Function for all of our county's "Group Home" checks.

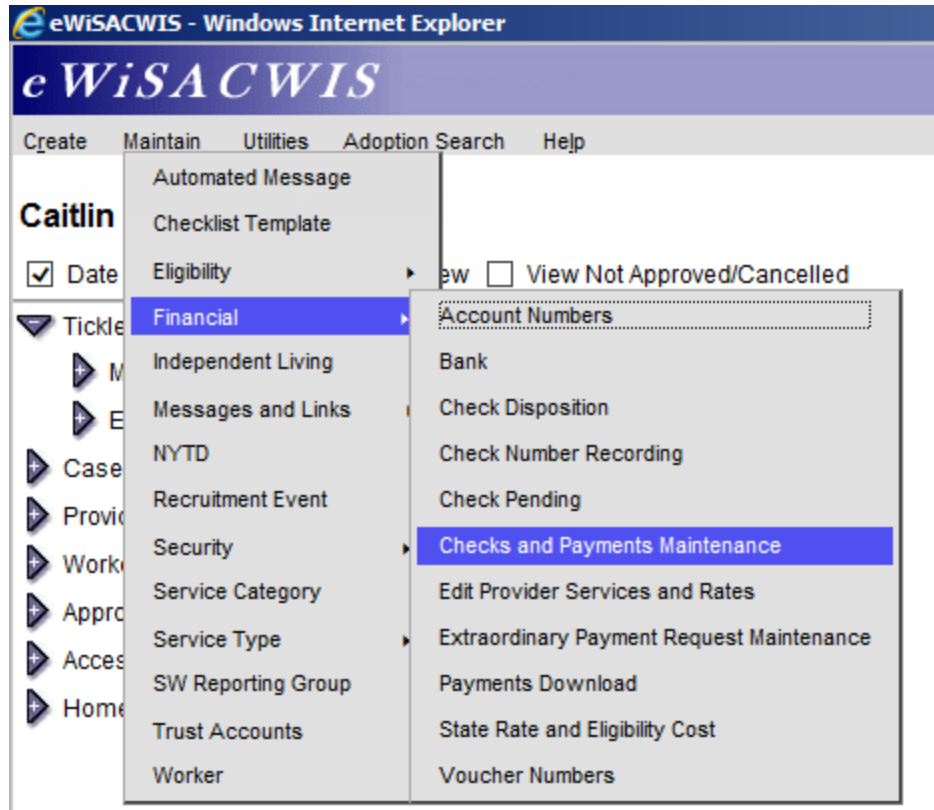
A screenshot of the 'Maintain by Placement Type' page in the eWiSACWIS application. The browser's address bar shows 'https://apps.dcf.wisconsin.gov/ - Maintain by Placement Type - Windows Internet Explorer'. The application header includes the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', and 'Help'. Below the header is a 'Search' section with 'County: Ashland' and 'Placement Type: Group Home' dropdown menus. The main section is titled 'Service Information by Placement Type'. It contains a 'Created on:' and 'By:' field with a 'Delete' link. Below this is a 'Recurring Payments' section with three radio button options: 'Fixed Monthly Amount' (Yes/No), 'Pay in Advance' (Yes/No), and 'Require Release' (Yes/No). The 'Require Release' option is circled in red, and the 'Yes' radio button is selected. To the right of these options are 'Reporting Category:' and 'SPC Code:' dropdown menus. At the bottom right of the form are 'Insert', 'Save', and 'Close' buttons. The browser's status bar at the bottom shows '100%' zoom.

3. You are also able to set this flag for a single Service Type if you wish to only require the Release of one particular Service or Provider. Select Maintain > Service Type > Maintain Service Type. This will open the Maintain Service Type and Rate page.

A screenshot of the "Maintain Service Type and Rate" page in the eWiSACWIS application. The browser title bar shows "https://apps.dcf.wisconsin.gov/ - Maintain Service Type and Rate - Windows Internet Explorer". The application header has the "eWiSACWIS" logo and a navigation menu with "Print", "Spell Check", "ABC", and "Help". The page is divided into several sections. The "Search Criteria" section includes a "View Inactive" checkbox, a "County" dropdown menu set to "Ashland", a "Service Category" dropdown menu set to "GH - Beginnings" (ID: (35452)), a "Service Type" dropdown menu set to "Beginnings Group Home" (ID: (10021379)), and a "Category Type" dropdown menu set to "Placement". The "Name" section includes a "Long" text field set to "Beginnings Group Home", a "Medium" text field set to "Beginnings Group Home", and a "Short" text field set to "Beginnings". The "Payment Information" section includes a "Payments Allowed" checkbox checked, a "Date Last Paid" field, a "Rate Type" dropdown menu set to "By Provider", and three rows of radio buttons for "Fixed Monthly Amount", "Pay In Advance", and "Require Release". The "Require Release" row has the "Yes" radio button selected. The "Updated on" and "By" fields for each row are set to "06/17/2014" and "Supervisor, Test" respectively. At the bottom right, there are "Save" and "Close" buttons. The page is displayed at 100% zoom.

Working with Checks that are in a “Pending Release” Status

1. The check status moves to either “Pending” or “Pending Release” with the Pending Checks Batch run, which is part of the Monthly or Weekly F1 run cycle. See the [Batch Calendar](#) for more information on when these runs occur month to month.
2. Access the Checks and Payments Maintenance page via Maintain > Financial > Checks and Payments Maintenance.



3. To find your checks that are in a “Pending Release” status, set your Select By value to “Checks” and the Check Status to “Pending Release” within the Search Criteria and click Search.

In our example below we return three checks that are “Pending Release.”

Note: If you search Check Status by “Pending” you will not find your “Pending Release” checks.

The screenshot shows the eWiSACWIS UAT web application interface. The browser address bar displays <https://apps.dcf.wisconsin.gov/> - Checks and Payments Maintenance - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links for Print, Spell Check, and Help.

Search Criteria:

- County: Ashland
- Site/Office: [Empty]
- Select By: Checks
- Check Status: Pending Release
- Payee ID: [Empty]
- Person ID: [Empty]
- Voucher #: [Empty]
- Placement Type: [Empty]
- Srvc Cat: [Empty]
- Srvc Type: [Empty]
- Payment Type: [Empty]
- Payment Status: [Empty]
- View Records From: 00/00/0000 To: 00/00/0000
- Sort By: Payee

Record 1 to 3 of 3

Search Results:

- ☐ Select All
- ☐ Pending Release Check - Ashland County Group Home (9221647) - \$1,350.00
- ☐ Pending Release Check - Bellas Group Home (9221946) - \$1,950.00
- ☐ Pending Release Check - Northwest Passage Child and Adol Ctr (9221503) - \$2,970.00

Options: [Empty] Go

Close

- Evaluate whether or not the “Pending” check and all of the payments contained within are ready to be “released.” Again, once a check is “Released” it is eligible to be picked up by the next check batch and moved to “In Process.”

From the Checks and Payments Maintenance page you can select one or multiple “Pending Release” Checks and set them to be “released.” In our example below, we are marking the first and the third checks to be “released” by checking the checkbox next to each check we wish to release and then from the Options drop-down choosing the value of “Release Selected Checks” and clicking Go.

The screenshot displays the eWiSACWIS UAT web application interface. The browser address bar shows the URL: <https://apps.dcf.wisconsin.gov/> - Checks and Payments Maintenance - Windows Internet Explorer.

Search Criteria:

- County: Ashland
- Site/Office: [Empty]
- Select By: Checks
- Check Status: Pending Release
- Payee ID: [Empty]
- Person ID: [Empty]
- Voucher #: [Empty]
- Placement Type: [Empty]
- Srvc Cat: [Empty]
- Srvc Type: [Empty]
- Payment Type: [Empty]
- Payment Status: [Empty]
- View Records From: 00/00/0000 To: 00/00/0000
- Sort By: Payee

Record 1 to 3 of 3

Search Results:

- ☐ Select All
- ☒ Pending Release Check - Ashland County Group Home (9221647) - \$1,350.00
 - \$ Crispies, Crackle 04/01/2014 - 04/30/2014 Adulthood's Path II Ashland County Group Home (9221647) \$1,350.00 [Copy](#)
- ☐ Pending Release Check - Bellas Group Home (9221946) - \$1,950.00
 - \$ Bear, Care 04/01/2014 - 04/30/2014 Bellas Group Home Bellas Group Home (9221946) \$1,950.00 [Copy](#)
- ☒ Pending Release Check - Northwest Passage Child and Adol Ctr (9221503) - \$2,970.00
 - \$ Crispies, Snap 04/01/2014 - 04/30/2014 ResProg(Boys) Northwest Passage Child and Adol Ctr (9221503) \$2,970.00 [Copy](#)

Options:

- Cancel Selected Checks
- Cancel-Reschedule Selected Checks
- Export Results
- Release Selected Checks**
- Set Selected Checks to Pending Release

Buttons: Go, Close

5. You can also mark the check as “Released” from the Review Pending Checks page (which is accessed by clicking on the check link from the outliner, or from within the Checks and Payments Maintenance page).

Review Pending Checks -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Check Information

Provider Name: Ashland County Group Home [Search](#) First Name: Disposition: Pending Release

Check Status: **OK** Reschedule Date: 00/00/0000 Check Amount: \$1,350.00

County: **Released**

Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Supplemental Costs	Exc Costs
Crispies, Crackle	Adulthood's Path II (GH)	04/01/2014	04/30/2014	\$1,350.00	\$0.00	\$0.00

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
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[Save](#) [Close](#)

6. To find the checks that have been “Released,” set your Select By value to “Checks” and the Check Status to “Released” on the Checks and Payments Maintenance page and click Search.

Note: If a check was erroneously “Released” and the check is in a “Released” stage, then select that check and from the Options drop-down choose “Set Selected Checks to Pending Release” and click Go. This will move the selected check’s status back to “Pending Release” effectively protecting the check from moving forward in the Check Processing stages.

The screenshot shows a web browser window with the URL <https://apps.dcf.wisconsin.gov/> and the title "Checks and Payments Maintenance - Windows Internet Explorer". The page header includes the "eWiSACWIS UAT" logo and navigation links for Print, Spell Check, and Help.

Search Criteria:

- County: Ashland
- Site/Office: [Empty]
- Select By: Checks
- Check Status: Released
- Payee ID: [Empty]
- Person ID: [Empty]
- Voucher #: [Empty]
- Placement Type: [Empty]
- Srv Cat: [Empty]
- Srv Type: [Empty]
- Payment Type: [Empty]
- Payment Status: [Empty]
- View Records From: 00/00/0000 To: 00/00/0000
- Sort By: Payee

Record 1 to 2 of 2

Search Results:

- ☐ Select All
- ☒ Released Check - Ashland County Group Home (9221647) - \$1,350.00
- ☐ Released Check - Northwest Passage Child and Adol Ctr (9221503) - \$2,970.00

Options:

- Cancel Selected Checks
- Cancel-Reschedule Selected Checks
- Export Results
- Release Selected Checks
- Set Selected Checks to Pending Release**

Buttons: Clear Fields, Search, Go, Close